

Job Title: Admin Assistant

Responsible to: Personal Assistant to CEO

Location: Community Foundation, 20 St Silas Square, Lozells, Birmingham B19 IQW

Web: www.thecommunityfoundation.org.uk

Salary: £3.30 - £7.20 per hour

Holiday entitlement: 21 days per annum

Hours of Work: Full time Monday-Friday. Occasional evening and weekend work may be required. Flexi time work in operation.

**Vacancy Description:**

Community Foundation is a grassroots voluntary organisation supporting people in inner city areas to change their lives by improving their conditions and creating opportunities for people to reach their full potential. Community Foundation seeks to improve the quality of life of marginalised and hard to reach communities living in areas of multiple deprivation by setting up initiatives and supporting projects to develop communities to help themselves.

The post holder will assist with admin functions associated with setting up and running of various projects and services provided by Community Foundation.

**Training:**

The post holder will also have the opportunity to undertake an NVQ level 2 or L3 in Business Administration.

**Main duties and responsibilities:**

* Dealing with enquiries from individuals, community and organisations as appropriate.
* liaise with local organisations such as the police, council, housing providers and other voluntary organisations as and when required.
* To prepare and distribute publicity and promotional material.
* Liaise with suppliers and clients
* Handling correspondence and ensuring letters are responded to in a timely and appropriate manner
* Liaise extensively with professionalism and diplomacy with individuals at all levels
* Handle confidential information with complete discretion.
* Day to day office requirements include: filing, faxing, photocopying etc.
* Help prepare the organisation’s newsletter and update website
* Helping with running of events, both internal and external, including seminars, conferences, dinners, networking evenings and corporate hospitality

Stationery & Office Environment:

* Monitor organisation’s stationery stock levels.
* Order general stationery and special orders online.
* Monitor the operation of office equipment and obtain technical support when needed.
* Refreshments
* Arrange refreshments and buffets for meetings when required.
* Organise travel arrangements for conferences and off site work visits

Administration:

* Type and word-process various documents and electronic information.
* Providing administration support to teams as required
* Arrange and participate in meetings, conferences, and project team activities.
* Administering annual staff leave, sickness and attendance reports.
* Organising inductions for new starters in conjunction with HR.
* Manage, organise, and update relevant data using database applications.
* Communicate and provide information by relevant methods internally and externally to assist and enable organisational operations and effective service to connecting groups.
* Deal with general enquiries.

**PERSON SPECIFICATION**

**Education/Qualifications**

Good general educational background in GCSE equivalent including English and Mathematics.

**Skills/Attributes**

Understanding of teamwork and motivation to contribute to the team.

Proven ability to plan and prioritise work, manage time and respond effectively to changing circumstances

A methodical and accurate approach to word processing, data entry and record keeping, PowerPoint.

Good “customer care” skills